

View My Payslip

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Introduction

This topic provides the member with information on View My Payslip.

Discussion

The Payslip provides the user with a summary of their earnings, deductions, and leave for the pay period.

Each month has two pay periods.


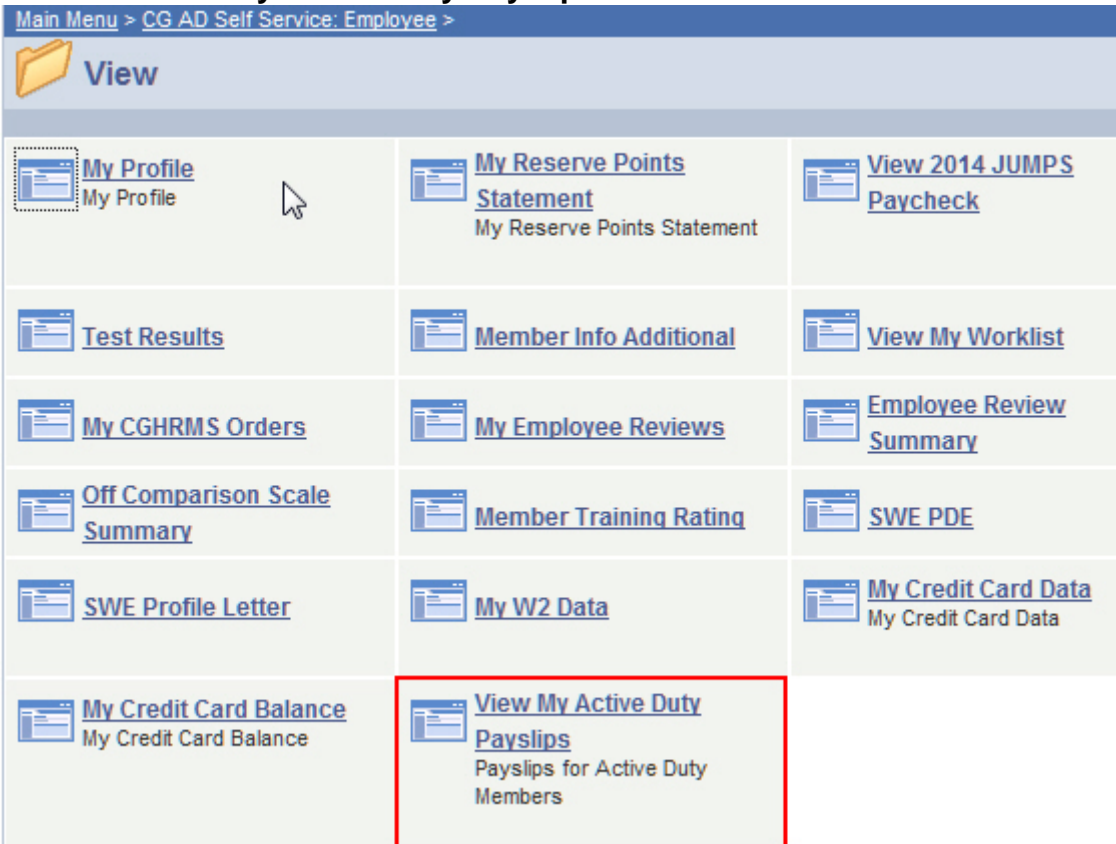
- A mid-month pay period from the 1st of the month to the 15th of the month.
- An end-month pay period from the 16th of the month to the last day of the month.

Example Payslip

[Here is an example of a Payslip for an active duty member](#) .

Procedure

Start the web browser and sign in to MyPortalDirect. Follow these steps to access your pay slip.

Step	Action
1	<p>Select the 8 More.. link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: Profile, Tasks, and View. The Tasks column lists various links including PCS eResumes, Email Addresses, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, Create e-Resume, and 11 More... The View column lists links including My Profile, My Reserve Points Statement, View 2014 JUMPS Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, and 8 More... The '8 More...' link in the View column is highlighted with a red rectangle.</p>
2	<p>Select the View My Active Duty Payslips link from the view menu.</p>  <p>The screenshot shows the 'View' menu with a grid of links. The links are: My Profile, My Reserve Points Statement, View 2014 JUMPS Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, Member Training Rating, SWE PDE, SWE Profile Letter, My W2 Data, My Credit Card Data, My Credit Card Balance, and View My Active Duty Payslips. The 'View My Active Duty Payslips' link is highlighted with a red rectangle.</p>

Step

Action

3

The View Payslips listing will appear. Select the **Payment Date** link for the payslip you want to view.

View Payslips

Select Payslip

Payment Date	Component	Period Begin Date	Period End Date
10/15/2014	USCG Active Duty	10/01/2014	10/15/2014
10/1/2014	USCG Active Duty	09/16/2014	09/30/2014
9/15/2014	USCG Active Duty	09/01/2014	09/15/2014
9/1/2014	USCG Active Duty	08/16/2014	08/31/2014
8/15/2014	USCG Active Duty	08/01/2014	08/15/2014
8/1/2014	USCG Active Duty	07/16/2014	07/31/2014

[Return to View](#)

The selected payslip will open in a new window.

- The file is in Adobe Acrobat (PDF) format.
- You can print and/or save the payslip from the web browser's file menu.

Close the window to return to the Payslips listing.

Select another payslip to view or click the **Return to View** link to exit the payslip listing.

Known Issues

The following are known issues with View My Payslip and Direct Access Global Payroll:

As of 04 December, 2014, there are no known issues with the View MyPayslip application.

Frequently Asked Questions (FAQ)

Q. Are Payslips mailed?

A. No. Payslips are not mailed out.

Feedback

Contact the Pay & Personnel Center, Procedures & Development Branch, via e-mail to PPC-PF-PD@uscg.mil, with comments or questions about the content of this topic or the linked procedural guides.